



## HISTORIC PROPERTY PRESERVATION PROGRAM SUBMITTAL REQUIREMENTS

### A. ITEMS REQUIRED FOR FILING:

1. Completed Historic Property Preservation Program application. Applications will be accepted from January 1 through August 31. The applications will be reviewed at a regularly scheduled City Council meeting between October 1 and December 31.
2. Historic Property Preservation Program fee: \$1,035.00
3. Scanning fee of \$47.00
4. Legal publication fee/Clerk's office (if appealed) \$85.00
5. Copy of Grant Deed to the property.
6. Submit a CD containing the following information:
  - a. PDF copy of all application materials, including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
  - b. PDF and word copy of all environmental technical studies and supplements. (Please note, any revision to a technical study will be cause to replace the digital copy in full).
  - c. PDF copy of all plans including but not limited to a site plans, grading plans, utility plans, elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. (Please note, any revision to any plan or rendering will be cause to replace the digital copy in full).

### B. NOTICE TO APPLICANTS:

1. Clearance from project planner required prior to application submittal.
2. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
3. It is recommended that applicant or his/her representative be present at all hearings.
4. All correspondence and reports will be mailed to the applicant only.
5. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
6. First Application: Historic Resources Nomination applications must be submitted by **May 31<sup>st</sup>** each year.

Second Application: Followed by the Historic Property Preservation Program application which must be submitted by **August 31<sup>st</sup>**.

The Historic Resource Nomination application must be submitted first, (by May 31<sup>st</sup>) before the Historic Property Preservation Program application can be accepted (before August 31<sup>st</sup>). After the Historic Resource Nomination application is submitted, it takes approximately 60 days to prepare for the Historic Property Preservation Program application, which will qualify the applicant for the Mills Act tax reduction program. Failure to submit applications by their due dates will result in delaying the application process until the following calendar year.

### C. ATTACHMENTS:

1. Program Summary and Procedures.
2. Sample Historic Property Preservation Agreement.



**CITY OF CORONA COMMUNITY DEVELOPMENT**  
**DEPARTMENT**

400 S. Vicentia Avenue Corona, CA 92882 (951) 736-2262 Fax: (951) 279-3550

***HISTORIC PROPERTY PRESERVATION PROGRAM APPLICATION***

The historic property to be preserved must be listed on the Corona Register of Historic Resources or on the State or National Register of Historic Places. Please fill in the historic designation.

Corona Historic Landmark No. - HL \_\_\_\_\_ Corona Historic District - HD \_\_\_\_\_

California Register No. \_\_\_\_\_ National Register No. \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address: \_\_\_\_\_

Historic Property Name: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

**LEGAL OWNER INFORMATION**

Legal Owner Name \_\_\_\_\_

Legal Owner Address: \_\_\_\_\_

Phone No.: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Contact Name (if different from Owner): \_\_\_\_\_

Phone No.: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Note: two sided application

### PROPOSED WORK PLAN

The owner of the subject property shall preserve and maintain the characteristics of historic significance identified when the property was listed on the historic register. Incorporated into the preservation agreement is a list of the minimum standards and conditions for maintenance, use, protection, and preservation of the historic property. This list is based upon the work plan proposed by the owner. The work plan must first address any health and safety issues on the property. Please briefly outline the projects planned for initial term (10 years) of the agreement.

YEAR	IMPROVEMENTS
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

### UNDERSTANDING AND AFFIDAVIT

I certify under penalty of perjury, that the statements and answers contained herein and any other information submitted herewith as part of this application are in all respects true and correct to the best of my knowledge and belief.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: An agent may sign for the property owner if a certificate of notarized power of attorney is filed with this application.

## **Historic property preservation program**

Thank you for your interest in preserving a historic resource in the City of Corona. Corona has a rich cultural heritage, which your participation in the Historic Property Preservation Program will help safeguard for generations to come. To assist you in understanding the Historic Property Preservation Program, outlined below is a summary of the program and an overview of department program procedures.

### **Program Summary**

- The Historic Property Preservation Program offers tax relief for properties on the Corona Register of Historic Resources, which in return are maintained or restored in accordance with City design and historic building standards.
- Property owners and the City enter into a preservation agreement that specifies the maintenance, restoration, and rehabilitation standards for the exterior façade and street visible grounds of the property. The interior characteristics of the resource are not affected.
- After the preservation agreement is executed, the County Assessor values the property according to the capitalization of income method, whereby the property's potential income is divided by a pre-determined capitalization rate to calculate new assessed property value. The City is not involved in the determination of property tax.
- Agreements received by the Riverside County Assessor by December 31 will affect the following year's tax assessment.
- Given the tenets of Proposition 13, properties sold after 1989 could receive up to 50% reductions, properties purchased between 1979 and 1988 could receive a 5%-25% reduction, and properties bought prior to 1978 would not likely receive a deduction.
- A historic resource could be a private residence or an income producing property.
- Participation by owners is voluntary.
- The minimum term of a preservation agreement is 10 years with automatic annual extensions.
- The contract is recorded on the property deed and is binding on all successors in interest.

## Program Procedures

- Determine if the property is eligible: is it on the Corona Register of Historic Resources or the State or National Register of Historic Places?
- The property owner submits a completed application to the Community Development Department, which includes a ten-year work plan.
- The property owner and city representatives meet on the site to inspect the property and finalize the work plan. The work plan becomes Exhibit B in the preservation agreement. The inspection includes the following:
  - Examine proposed work areas. Identify any proposed alterations that are not consistent with the City's guidelines and the Secretary of Interior's Standards.
  - Identify all improvements requiring cyclical or long-term maintenance.
  - Examine the condition and soundness of the following: foundations, piers, footings, structural settling, chimney, porch pilasters and columns, basic electrical system, and basic plumbing system.
- Identify any exterior problems or site related issues such as lead based paint, site drainage, walkways, window and door screens, missing exterior features, roofing, flashing, gutters, and evidence of termites or dry rot.
- If recent photographs of house are not available, photographs will be taken at the site visit. The photographs will become Exhibit C in the preservation agreement.
- If the property owner chooses to undertake extensive restoration, a historic restoration consultant may be hired by the City to assist in determining the scope of the project. The homeowner may be charged an additional fee for this service. The final project description becomes Exhibit D in the preservation agreement.
- Applications will be accepted from January 1 through August 31 of the calendar year, but not processed until after the filing deadline. Beginning September 1, Community Development Department staff will schedule site visits, finalize work plans, prepare the preservation agreements, and submit the agreements for City Council review and approval.
- Agreements must be signed by the property owner prior to submittal to the City Council. Given that these agreements will be recorded, the signatures must be notarized.
- Executed agreements will be submitted to the California Office of Historic Preservation and to the Riverside County Assessor for property tax reassessment and recordation.
- Annually staff will inspect the historic property to ensure that the contract provisions are being met. Contract provisions will be enforced per the terms of the preservation agreement.